

Retention and Classification Report

Agency: Department of Health. Bureau of Microbiology (487)

United State Laboratories
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Records Officer Pam Oberg

16930 Laboratory test results
22046 Newborn Screening laboratory records

AGENCY: Department of Health. Bureau of Microbiology

SERIES: 16930

3

TITLE: Laboratory test results

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the results of microbiological laboratory test conducted by the lab for government and private health professionals. This record includes Request for Micobacteria Examination, Request for Examination for Parasites and Ova, Request for Culture for Enteric Bacterial Pathogens, Request for Virus Culture, Request for Serologic Test for Syphilis, Request for Miscellaneous Cultures, Request for Referred Culture Identification, Request for Mycology, Request for Agglutinations and Special Serologic Tests, Request for Virus & Rickettsial and Miscellaneous Serology, and Request for Rabies Examination, the patient's name and address, the type of specimen, the name and address of the physician or hospital, the date of the report, the age and sex of the patient, and the results of the laboratory tests.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

AGENCY: Department of Health. Bureau of Microbiology

SERIES: 16930

TITLE: Laboratory test results

(continued)

APPRAISAL:

Administrative

This record is a duplicate copy of the results sent to the requester. Ultimate responsibility for the information rests with the requester. However, due to the importance of the record, the lab keeps a copy of the tests for three years to provide backup should anything happen to the original.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Bureau of Microbiology

SERIES: 22046

3

TITLE: Newborn Screening laboratory records

DATES: 1979-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These records document testing completed by the State Lab for the Newborn Screening Program. Includes postive reports - Hypothyroidism Phenylketonuria (PKU), Galactosemia (GALT), testing for hypothyroidism (T4), and worksheets. Information includes name, date of test, and lab results.

RETENTION:

Retain 21 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 19 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Health. Bureau of Microbiology

SERIES: 22046

TITLE: Newborn Screening laboratory records

(continued)

PRIMARY CLASSIFICATION:

Private

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